

10th Annual Environmental Essentials Workshop

Sponsor and Exhibitor Registration Package

**Wednesday October 15, 2003
Parrot Jungle Island
1111 Parrot Jungle Trail
(located off 395, between downtown Miami and South Beach)**

SPONSOR / EXHIBITOR CONTACT

Stanley Edouard

Miami-Dade County
Department of Environmental Resources Management
Office of Sustainable Environment & Education
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Website: www.miamidade.gov/derm/

10th ANNUAL *Environmental Essentials* WORKSHOP

Welcome Sponsors and Exhibitors

The Environmental Essentials Workshop has become an indispensable asset to Miami-Dade County's business community. The workshop has grown, from a background of almost exclusively pollution prevention, into an event that includes general environmental topics that would be useful to just about any business. The primary goal of the Workshop is to pass along fundamental environmental information that is necessary for today's businesses to survive and excel. This year's workshop sessions cover such important areas as environmental regulations and compliance, pollution prevention, and daily operational issues.

Event Sponsor \$ 2000

- Logo on all subsequent "Environmental Essentials" 2003 printed materials
- Logo on main banner recognizing sponsorship at event
- Advertisement in conference agenda
- Admission for up to two additional guests (4 total)
- Plus! All Exhibit Display benefits listed below

Lunch Sponsor \$ 1200

- Banner recognizing sponsorship during lunch break
- Special recognition when lunch is served
- Advertisement in conference agenda
- Admission for up to two guests (2 total)

Break Sponsor \$ 600

- Signage recognizing sponsorship during breakfast or mid-morning break
- Recognition in agenda
- Admission for up to two guests (2 total)

Exhibit Display \$ 400

- Display space, 6' table, 2 chairs, and limited electrical access
- Admission for up to two exhibitors (2 total)

Agenda Sponsor \$ 100

- Advertisement in agenda (business card size - approximately 2" x 3.5")
- Admission to conference is not included

Registration Instructions for Sponsors and Exhibitors

- 1) Contact Miami-Dade County DERM (305-372-6784) and let them know you will be sponsoring or exhibiting this year. You may wish to fax an advance copy of the registration form to us at (305-372-6419) but registration requires that we receive an original version and payment.
- 2) Complete the Sponsor/Exhibitor Registration Form and return with payment to Miami-Dade County DERM. Make checks payable to **"Miami-Dade County."**
- 3) Early payment is recommended as promotional information about a Sponsor will not be included in Conference materials until registration is complete. The deadline for inclusion in promotional materials to be displayed/distributed at the Conference is September 26, 2003.
- 4) Sponsors please remember to submit camera ready copies (or standard PC format electronic versions) of your logos and agenda advertisements as applicable to your level of sponsorship.

Checklist - Have you:

- ☐ Received a "Sponsor and Exhibitor Information Package" including: Sponsor/Exhibitor Registration Form, Contact and Name Badge Form, Guidelines for Sponsors and Exhibitors, Location and Directions to Conference.
- ☐ Sent in a completed registration form and payment. Sponsors will not be included in any promotional materials until Sponsor and Exhibitor Registration Form and full payment are received. A completed form and full payment of sponsor/exhibitor fees must be received prior to the September 26, 2003.
- ☐ Completed and submitted a list of representatives on the "Contact and Name Badge Form"
- ☐ Received confirmation of your registration. Name badges will be available to pick up at check-in.
- ☐ Passed along extra flyers for the Conference to your present and prospective customers.
- ☐ Marked your calendar for Wednesday, October 15, 2003 to be at the 10th Annual Environmental Essentials Workshop in South Florida
- ☐ Contacted Miami-Dade County DERM at (305) 372-6784, if you have any questions.

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Guidelines for Sponsors and Exhibitors

Thank you for choosing to participate in 10th Annual Environmental Essentials Workshop. Some important information about the Conference and your participation is provided below. When reading the following information, The 10th Annual Environmental Essentials Workshop is the "Conference"; Miami-Dade County Department of Environmental Resources Management and the University of Florida TREEO Center are the "Hosts"; and the company and its representatives completing the Sponsor/Exhibitor Registration Form are the "Sponsor/Exhibitor." Working together we can make this a safe, informative and prosperous workshop. We appreciate your participation.

1. Safety is our number one priority. The Sponsor/Exhibitor is responsible for complying with all of the fire, safety, and electrical regulations of Miami-Dade County, Florida and the Parrot Jungle Island. We ask that everyone cooperate and ensure that unsafe conditions are immediately corrected and/or reported to the Hosts.
2. The Sponsor/Exhibitor will be solely responsible for any damages to person and/or property resulting from their actions or equipment and shall be responsible for all repair or replacement costs.
3. The Hosts only agree to provide the items indicated in the attached pages for the various levels of Sponsor/Exhibitor participation. The Sponsor/Exhibitor is responsible for paying charges for any additional services provided by the Parrot Jungle Island or their contracted service providers.
4. The Hosts must receive payment, in full, prior to the Conference in order for the Sponsor/Exhibitor to participate. Early payment is recommended as promotional information about a Sponsor/Exhibitor will not be included in conference materials until full payment is received.
5. The Hosts reserve the right to exclude any Sponsor/Exhibitor from participating in the Conference, at which time any payments shall be returned in full. Participation in this Conference in no way indicates an endorsement of the services or products of the Sponsor/Exhibitor by the Hosts, and none should be inferred.
6. The Hosts shall not be responsible for any charges incurred or other inconveniences encountered as a result of postponement or cancellation of this Conference due to unforeseen circumstances. In the event of cancellation, all payments shall be returned in full to the Sponsor/Exhibitor.
7. Unless you have paid for additional staff, you will receive only the number of event passes specified in your Sponsor/Exhibitor package. There will be no rotation of passes during this event and anyone in the Conference area without a pass will be escorted from the workshop area. The only exceptions to this policy are set-up and break-down times.
8. Exhibitors must ensure that their display is set up within the space allotted to them. The display space will be 96" x 30" tabletop or equivalent assigned space.
9. Exhibitors will be able to set up in the exhibit area from 7:00 a.m. to 8:30 a.m. on the day of the Conference. For the comfort of all, we respectfully request that exhibitors adhere to this schedule and ensure that they are completely set-up by 8:30 a.m. on October 15, 2003.
10. Exhibitors may not begin breaking down their exhibit until after the end of the Conference (tentatively scheduled for 3:30 p.m.) on October 15, 2003.
11. The Hosts reserve the right to modify the rules or establish additional rules as may be necessary to conduct this Conference in a safe and efficient manner. Failure to abide by these and any additional rules may result in expulsion from the Conference and the forfeiture of all payments to the Hosts.
12. The Sponsor/Exhibitor is solely liable for the operation of all displays and agrees to indemnify and hold the Hosts and their contractors harmless from any claims, losses, expenses (including attorney fees) and liability arising in connection with the Conference. The Sponsor/Exhibitor agrees to make no claims what so ever for loss, theft, damage, destruction of goods; nor any injury to himself or employees while in the exhibition quarters; nor any of nature.

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Registration Form for Sponsors and Exhibitors

Contact Name: _____
Job Title: _____
Company Name: _____
Mailing address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Contact email: _____ Web address: _____

Event Sponsor	\$ 2000 x _____ = \$ _____
Lunch Sponsor	\$ 1200 x _____ = \$ _____
Break Sponsor	\$ 600 x _____ = \$ _____
Exhibitor Display	\$ 400 x _____ = \$ _____
Agenda Sponsor	\$ 100 x _____ = \$ _____
Additional Guests	\$ 85 x _____ = \$ _____
		Total = \$ _____

Full payment of Sponsor or Exhibitor fee must be received by September 26, 2003. Registration will be considered complete only upon receipt of both registration form and payment in U.S. dollars.

I am acting as an official representative for my company and I have read, understand, and agree with all of the items listed in the "Guidelines for Sponsors and Exhibitors" section and the rest of this package:

Name: _____ Signature: _____ Date: _____

Make checks payable to: **"Miami-Dade County"**

Complete and send this form with payment by check to:

10th Annual Environmental Essentials Conference
c/o Miami-Dade County DERM
33 SW 2 Avenue, Suite 1200
Miami, FL 33130-1540

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Contact and Name Badge Form

Contact Name (for publication) : _____

Job Title: _____

Company Name: _____

Mailing address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Contact email: _____ Web address: _____

Name: _____ Soc Sec # or UFID: _____

Job Title: _____

Company Name: _____

Mailing address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Contact email: _____ Web address: _____

Name: _____ Soc Sec # or UFID: _____

Job Title: _____

Company Name: _____

Mailing address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Contact email: _____ Web address: _____

Name: _____ Soc Sec # or UFID: _____

Job Title: _____

Company Name: _____

Mailing address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Contact email: _____ Web address: _____

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Location and Directions

Parrot Jungle Island is located at 1111 Parrot Jungle Trail, off 395, between downtown Miami and South Beach.

From I-95

- take 395 East (MacArthur Causeway); make a right on Parrot Jungle Trail which is the first exit after the bridge ;follow the road around and under the causeway to the parking garage on the left-hand side

From the East

- take 395 West (MacArthur Causeway); make a right by the Miami Yacht Club which is the first exit after Palm Island; look for Parrot Jungle Trail and follow it until you get to the parking garage on the right-hand side

Some past Sponsors and Exhibitors ...

AB2MT CONSULTANT, INC	FLORIDA GOLD COAST CLEAN CITIES COALITION	PRECISION ENVIRONMENTAL LABS
ALPINE INDUSTRIES	FLORIDA POWER & LIGHT COMPANY	PROJECT DEVELOPMENT GROUP, INC
AMERICAN AIRLINES	FLORIDA SPECIFIER	R H MOORE & ASSOCIATES, INC
AMERICAN BUSINESS WOMEN'S ASSOCIATION	FPL - IBS - GO	RECYCLEDPCPARTS.COM, INC
ASOK ENVIRONMENTAL, INC	GENERAL SERVICES ADMINISTRATION	REP ASSOCIATES, INC
BBL ENVIRONMENTAL SERVICES	GEOSYNTECH CONSULTANTS	ROYAL CARIBBEAN CRUISE LINES
BIOEX, INC	GIRALT ENTERPRISES, INC	SOUTH FLORIDA MANUFACTURING TECHNOLOGY CTR
BRANCHING OUT	GREATER MIAMI CHAMBER OF COMMERCE	SDII GLOBAL CORPORATION
BROWN & CALDWELL	GROUNDWATER ENVIRONMENTAL GROUP	SORBANT ENVIRONMENTAL CORP
CH2MHILL, INC	GUNSTER YOAKLEY VALDES-FAULI & STEWART PA	SOUTH MIAMI/CORAL GABLES
CHEM KLEAN CORP	INDUSTRY-ENVIRONMENTAL ASSOCIATION OF FLORIDA, INC	SOUTHERN WASTE INFORMATION EXCHANGE (SWIX)
CHEROKEE ENTERPRISES, INC	J.J. SOSA & ASSOCIATES, INC	STL MIAMI
CITY GAS COMPANY OF FLORIDA	JB SUPPLY CO	SYSTEM ONE TECHNOLOGIES
CITY OF NORTH MIAMI	JUDITH JACKSON CHORLOG, P.A.	THE ENVIRONMENTAL YELLOW PAGES
CLERK OF THE COURTS	LAW ENGINEERING & ENVIRONMENTAL SERVICES, INC	THE GUTIERREZ GROUP
COLL DAVIDSON CARTER SMITH ETAL	MIAMI-DADE COMMUNITY COLLEGE	U. S. DEPARTMENT OF AGRICULTURE
COMPUTER CREATIONS	MIAMI-DADE POLICE DEPARTMENT	UNIVERSITY OF MIAMI
ECOLOGY & ENVIRONMENT, INC	MIAMI-DADE SOLID WASTE MANAGEMENT	UNIVERSITY OF FLORIDA
ENVIRODYNE, INC	NOVA CONSULTING, INC	US BIO SYSTEMS
ENVIRONMENTAL DATA RESOURCES	PAN AMERICAN HOSPITAL	US EPA
ENVIRONMENTAL ENTERPRISES OF FLORIDA	PARSONS BRINCKERHOFF QUADE & DOUGLAS, INC	US POSTAL SERVICE
FIU/HCET	PEOPLES GAS SYSTEM, I NC.	WASTE MANAGEMENT, INC
FLORIDA ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS	PERKO, INC	WEI ENVIRONMENTAL SERVICES
FLORIDA STATE ATTORNEYS' OFFICE	POLISYSTEMS INTERNATIONAL	WHITAKER & DEETS
FLORIDA CONSTRUCTION NEWS	POST BUCKLEY SCHUH JERNIGAN, INC	ZULLY RUIZ ENTERPRISES, INC
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION		... And others